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Quarterly Report

20 September 1968

Mr. Coffey via Mr. 25X1A9a

Following are answers to your four questions about items in the Records Program Quarterly Report:

1. IS OFFICE OF FINANCE USING DDP FORM FOR HEADQUARTERS REASSIGNMENT REQUESTS?

No, the Office of Finance has its own Headquarters form as does the Office of Communication and Soviet Block Division. All four forms (attached) are similar but each has added items:

Form #2906 - Office of Finance has a section on Education (item 9) which does not appear on other forms.

Form #1790 - SB/DDP asks employee to indicate (items 3 and 9) preference for next assignment and the reasons.

Form #1660 - Office of Communication (items 7 and 14) has employee include his assignments during current tour at Headquarters and on previous overseas tours.

Form #2896 - The DDP form was especially designed and prepared in the CS area with little influence from our Forms Section except for the spread sheet technique.

2. DO NEW FORMS GET ANY PUBLICITY SO PEOPLE OTHER THAN REQUESTER KNOW AVAILABILITY?

Several methods to publicize new forms have been used over the years (i.e. Support Bulletin, circular letters, handouts, etc.)

The primary way the Agency becomes familiar with available new forms is through the "Supply Catalog--Forms" issued by the Office of Logistics. This is a numerical listing of forms used at Headquarters and Overseas to order forms.

About 30% of our forms are cited, used as figures, or referred to by number in Regulations, Handbooks, and Notices. Office Instructions on special procedures specify the forms to use.

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In the past we have introduced new forms by sending advance copies and a short write up to each of our 65 Records Management Officers. We have done this on six occasions. At the "Trends and Highlights" course, Forms Management has a display table to exhibit several general housekeeping type forms. We have publicized several forms in the "Support Bulletin" but this is not a general practice or policy of the Bulletin.

3. VITAL DOCUMENTS SPECIAL MEDIA AND SPECIAL EQUIPMENT--WHAT REACTION OF THE COMPONENTS AND [REDACTED]

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None from Computer Services and Office of Basic Geographic Intelligence. The Records Officer informed us on September 12 that NPIC is re-examining the policy of its emergency location at [REDACTED] versus an Air Force location. Col. [REDACTED] expects equipment to be discussed at a Civil Defense meeting soon.

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4. PLEASE TELL MORE ABOUT LAST ITEM-- [REDACTED] NEW SYSTEM.

In the past the standard shelf was compartmented with metal equipment called "Desk Tidies". Now the small size pages for regulations are stored in the same location in a different arrangement using discarded, cut-down IBM-Card boxes. The advantages of the new System for storing and servicing Agency Regulations are:

- a. Precluded purchase of 10 desk tidies @ \$10.00 each.
- b. Returned to Supply for reissue 135 desk tidies.
- c. Easier to shift when new pages are published.
- d. Do not have to re-label when pages are shifted.
- e. Regulations lie flat and do not curl up.
- f. No cost; used existing shelving and Card boxes about to be destroyed.
- g. Used Summer employees to make change over in two days.
- h. Easier to service in flat position.

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Chief, Support Services Staff

Attachments:

- 4 Forms
- 1 Photo

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